|  |  |
| --- | --- |
|  | **SHIRELLE GUERRA**  **#24, 8TH Street, Barataria. Trinidad.   shirelle.guerra@gmail.com  |  18682878654** |
| Objective | To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people. |
| Skills & Abilities | * Computer Literate * Punctual * Fast Learner * Organized * Volunteer with the Volunteer Center of Trinidad and Tobago |
| Experience | **Enumerator at** **Sacoda Serv. Limited (San Juan)**August 2012- October 2012  * Conducting surveys for various companies. Interacting with customers * Review, classify, and record survey data in preparation for computer analysis. * Conduct surveys and collect data, using methods such as interviews, questionnaires, focus groups, market analysis surveys, public opinion polls, literature reviews, and file reviews.  **Church CAretaker** AT **San Juan Methodist Church (San Juan)**September 2010 – October 2013  * Gather and empty trash. * Clean building floors by sweeping, mopping, scrubbing, or vacuuming * Notify managers concerning the need for major repairs or additions to building operating systems. * Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees. * Service, clean, or supply restrooms.   **OFFICE ASSISTANT AT NORTH TRINIDAD METHODIST CHURCH OFFICE (PORT OF SPAIN)**  OCTOBER 2014 – FEBRUARY 2015   * Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations. * Transmit information or documents to customers, using computer, mail, or facsimile machine. * Hear and resolve complaints from customers or the public. * File and maintain records. * Collect, sort, distribute, or prepare mail, messages, or courier deliveries. * Receive payment and record receipts for services. * Perform duties, such as taking care of plants or straightening magazines to maintain lobby or reception area.   **INTERNSHIP AT ANSA MCAL TRINIDAD – HEAD OFFICE**  **MAY 2015 – AUGUST 2015**  **ADMINISTRATIVE ASSISTANT AT ANSA MCAL TRINIDAD- HEAD OFFICE**  November 2015 – November 2015   * Set up and maintain paper and electronic filing systems for records, correspondence, and other material. * Make copies of correspondence or other printed material. * Conduct searches to find needed information, using such sources as the Internet. |
| Education | **Bishop anstey high school EAST,** (trincity)caribbean examination council exam Caribbean Examination Council, English Language (II), Principles of Business (II) ,Integrated Science (II), Social Studied (III), Visual Art (III), English Literature (IV), Mathematics (IV)  **BARATARIA SOUTH SEC. CONTINUATION CLASSES**  CARIBBEAN EXAMINATION COUNCIL EXAM  English Language (II) , Mathematics (III) |
| Leadership | * President of the North Trinidad Circuit Youth Commission * Congregational Steward at San Juan Methodist Church |
| References | **Jiselle Granderson**, Executive assistant +18687959309 **Shirley GODETT,** Business owner +18686851100 **Vivian kangalee**, deputy national scout commissioner +18683646715  **CHERYL WILLIAMS** , SECRETARY  +18684723067 |